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ABSTRACT

This document, which is intended for vocational educators, contains the materials needed for an individual learning project designed to help students prepare for successful employment. The document begins with a scenario for the project, which is designed to help students develop the skills required to find employment and requires them to complete the following tasks: (1) write personal and career goals; (2) conduct a job search; (3) prepare a resume; (4) complete a job application; (5) write a letter of application; and (6) prepare for the employment interview process. The next section of the document is a detailed project plan that lists the steps entailed in each of the six tasks students are expected to perform, and also includes lists of print and Internet resources to assist students in completing the individual tasks. Concluding the guide are descriptions of the project tools and learning environment. Appendixes constituting nearly 50% of the document contain the following items: goal setting form; job search form; resume format; practice job application form; example letter of application; a list of frequently asked interview questions; and project evaluation form for teachers. (MN)

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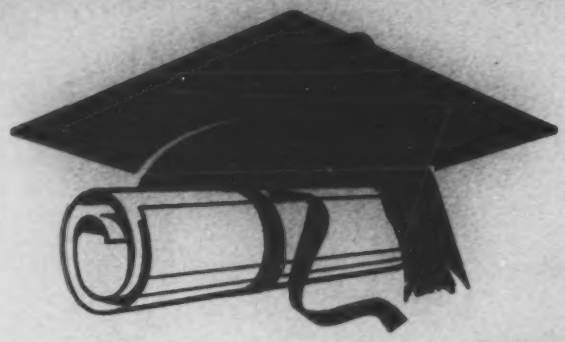
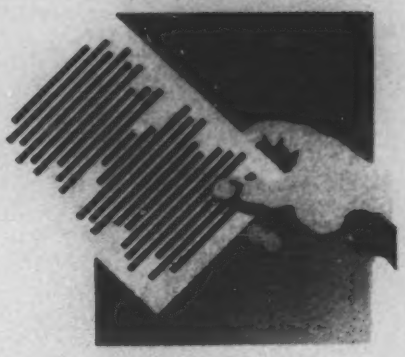
ED 438 479

Preparing For Your Successful Employment





Job Readiness Individual Project

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PREPARING FOR YOUR SUCCESSFUL EMPLOYMENT

Job Readiness Individual Project

Notes to the Instructor

This project satisfies the requirement of Metro Tech's School Improvement Plan Target Area Goal 2 for teaching job readiness skills including goal setting, job search, resumes, job applications, letters of application, and interviewing.

Preparing for Your Successful Employment is an individual project designed to allow students to develop all areas of their job readiness skills.

The instructor may choose to use all components of this project or may select only certain portions of the project for his or her students to complete.

The instructor will provide assistance in the manner of suggestions and guidance.

Students will work on an individual basis.

The following timeline is offered as a suggestion only. The instructor should use a timeline for completing this project that best suits the curriculum of the program.

- Goal Setting — 1st 9 weeks
- Job Search — 2nd 9 weeks
- All Others — Before student completes program

An assessment sheet is included in this project. The instructor may establish other grading guidelines: for example S or U; A, B, C; or extra points.

Reminder: Schedule mock interviews for your students with the Metro Tech Career Resources and Job Placement Office located at the Assessment and Employment Services Center, 1600 Springlake Drive.

Prerequisite:

- Students should have basic computer knowledge.

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Preparing for Your Successful Employment

Job Readiness Individual Project

Project Scenario

Job readiness skills are those skills that will assist you in preparing for successful employment. These skills include goal setting, job search, resume writing, job application, letter of application, and interviewing. This project will help you develop these job readiness skills that you must have to secure employment in your chosen career field.

You will be given a sequence of instructions and examples to assist you in completing this project. There are a variety of resources available to you in developing your job readiness skills. Your instructor will give you a time frame for beginning and completing this project.

Objectives

Project Objective:

At the completion of this project, you will complete the job readiness process by performing the following:

1. Write personal and career goals.
2. Conduct a job search.
3. Prepare a resume.
4. Complete a job application.
5. Write a letter of application.
6. Prepare for the interview process.

Job Readiness Individual Project

Tasks

The student will complete the following parts of the project:

1. **Write personal and career goals.**

   - List three personal goals you have for yourself. They can be either short-term or long-term goals.
   - List three career goals you have for yourself. They can be either short-term or long-term goals.

   Resources:

   a. Metro Tech Career Portfolio Student Guidebook

   b. The Job Hunting Handbook, Dahlstrom & Company, 1997.

   See Appendix A for Goal Setting Form. Examples of personal and career goal areas are included on this form.

Tasks (continued)

2. Conduct a job search.

For three occupations in your chosen field, find the following information:

- Education required
- Experience required
- Salary range
- Outlook for current and future employment
- Professional organizations affiliated with the occupations

Resources:

a. Career Search Software (counselor's office and EEC)

b. GEM Software (classroom and/or EEC)

c. Internet (classroom and/or EEC)

- 1998-99 Occupational Outlook Handbook
  http://stats.bls.gov/ocohome.htm
- 1st Steps in the Hunt
  http://www.interbiznet.com/hunt
- America's Job Bank
  http://www.ajb.dni.us/
- Career City: Cutting Edge Careers
  http://www.careercity.com
- Career Resource Center
  http://www.careers.org

Tasks (continued)

2. Conduct a job search. (continued)

Resources: (continued)

c. Internet (continued)

- Catapult Job Search Guides
  http://www.jobweb.org/catapult/jsguides.htm
- Jobs Online
  http://www.ceweekly.wa.com
- Oklahoma Employment Security Commission
  http://www.oesc.state.ok.us/
- Yahoo
  http://www.yahoo.com/Business/Employment/

See Appendix B for Job Search Form.

Tasks (continued)

3. **Prepare a resume.**

- Use an acceptable chronological resume format.
- Must be error free and keyed on the computer.
- Should include the following items related to your personal education and background:
  - Job objective
  - Education
  - Special skills
  - Work experience
  - Activities
  - References
- Limit the resume to a maximum of two pages.

Resources:

a. Metro Tech Career Portfolio Student Guidebook

b. The Job Hunting Handbook, Dahlstrom & Company, 1997.

c. Metro Tech Career Resources and Job Placement Office located at Assessment and Employment Services Center, 1600 Springlake Drive.

Tasks (continued)

3. **Prepare a resume. (continued)**

Resources: (continued)

d. Internet (classroom and/or EEC)

- ARCHEUS Guide to WWW Resume Writing Resources (Type 2 underscores between *Business* and *Employment* in the URL below)
  http://www.clearinghouse.net/cgi-bin/chadmin/viewitem/Business__Employment/employment/resumes?48+
- Career Magazine: News and Articles About Career, Jobs and Employment (Type 1 underscore in each of the three blank spaces shown in the URL below)
  http://www.careermag.com/db/cmag_articles_resume_main
- Catapult Job Search Guides
  http://www.jobweb.org/catapult/jsguides.htm
- Resume Writing Tips
  http://cardinal.umeais.maine.edu/~career/restips.html
- What Color is Your Parachute: Job Hunting Online
  http://www.tenspeedpress.com/parachute/front.htm
- Yahoo
  http://www.yahoo.com/Business/Employment/

See Appendix C for Resume Format.

Tasks (continued)

4. Complete a job application.

- Read the questions on the job application before you begin, and follow them exactly.
- Fill out the job application thoroughly, accurately, and neatly.
- Answer each question honestly.
- Use the ink color specified on the application. If no color is specified, use black or blue ink only. Have your own pen.
- Carry a pocket dictionary if spelling is a problem.
- Complete all sections of the application without leaving blanks. If a section does not apply to you or your situation, write "N/A" for not applicable.
- Be sure to sign the application.
- Be sure to read over the application when you have finished it for accuracy and completeness.

Resources:

a. The Job Hunting Handbook, Dahlstrom & Company, 1997.

b. Metro Tech Career Resources and Job Placement Office located at Assessment and Employment Services Center, 1600 Springlake Drive.

Tasks (continued)

4. Complete a Job Application. (continued)

Resources: (continued)

c. Internet (classroom and/or EEC)

- Careers Online
  http://www.careersonline.com.au/jswindex.html

See Appendix D for Practice Job Application Form.

Tasks (continued)

5. **Write a letter of application.**

   - Locate a specific job in the newspaper, on the Internet, or from other job leads for your letter of application. You must be qualified for the position.
   - Must be error free and keyed on the computer.
   - Limit the letter to one page.
   - Use correct grammar, punctuation, and spelling.
   - Write to a specific person. Make sure you have the name spelled correctly.
   - Be clear about the job for which you are applying.
   - Tell how you can contribute to the company by relating your experience or your special skills to their job opening.
   - Refer the reader to your enclosed resume.
   - Always ask for a follow-up action such as an interview or a phone call.
   - Include your phone number and instructions on how to get in touch with you.

Tasks (continued)

5. Write a letter of application. (continued)

Resources:

a. Metro Tech Career Portfolio Student Guidebook

b. The Job Hunting Handbook, Dahlstrom & Company, 1997.

c. Metro Tech Career Resources and Job Placement Office located at Assessment and Employment Services Center, 1600 Springlake Drive.

d. Internet (classroom and/or EEC)

- Careers Online
  http://www.careersonline.com.au/jswindex.html
- Catapult Job Search Guides
  http://www.jobweb.org/catapult/jsguides.htm

See Appendix E for Letter of Application Example.

Tasks (continued)

6. **Prepare for the interview process.**

   Participate in a mock interview for a position related to your field. Your instructor will schedule you for a mock interview after you have received training in the interview process. The following are some tips for interviewing:

   - Gather information about the company.
   - Make sure you can pronounce the interviewer's name correctly.
   - Be prepared to answer questions about your resume and/or application.
   - Practice answers to questions most frequently asked during interviews.
   - Write down two or three questions that you would like to ask the interviewer.
   - Go to the interview alone.
   - Dress in moderation.
   - Give the interviewer a firm handshake if the interviewer's hand is offered.
   - Make eye contact during the interview.
   - Use proper grammar.
   - Maintain good posture.
   - Thank the interviewer.

Tasks (continued)

6. Prepare for the interview process. (continued)

Interviewing "Don'ts":

- Do not chew gum or smoke.
- Do not talk too much or too little.
- Do not interrupt.
- Do not flatter the interviewer; this may be interpreted as trying to butter up the interviewer.
- Do not look at your watch or out the window.

Resources:

a. The Job Hunting Handbook, Dahlstrom & Company, 1997.

b. Metro Tech Career Resources and Job Placement Office located at Assessment and Employment Services Center, 1600 Springlake Drive.

c. Allen, J.G. The Complete Questions and Answers Job Interview Book, John Wiley & Sons, 1997.

d. Fry, R. 101 Great Answers to the Toughest Interview Questions, Career Press, 1996.

e. Maddux, R.B. Quality Interviewing, Crisp Publications, 1996.

Tasks (continued)

6. **Prepare for the interview process. (continued)**

Resources: (continued)

f. Internet (classroom and/or EEC)

- Careers Online
  http://www.careersonline.com.au/jswindex.html
- Catapult Job Search Guides
  http://www.jobweb.org/catapult/jsguides.htm
- Miningco.com Career Planning
  http://careerplanning.miningco.com/msub13.htm

See Appendix F for Frequently Asked Interview Questions.

Job Readiness Individual Project

Tools and Environment

Tools:

- Resources: See each individual task for appropriate resources. Ask your instructor for additional resources if needed in any of the task areas.
- Equipment: Classroom or EEC computers

Environment:

- Individual project.
- Work will be done inside and outside of class time.

Assessment

You will be evaluated on the following areas:

Area	Points
Personal/Career Goals	25
Job Search	25
Resume	100
Job Application	75
Letter of Application	100
Interview	75
Total Points Possible	400

Appendix A: *Goal Setting Form*

Job Readiness Individual Project

Student Name _____ **Date** _____

Personal Goals

1. List three personal goals you have for yourself. They can be either short-term or long-term goals. Examples of personal areas of your life for setting goals are: family activities, spiritual life, hobbies, recreation, learning, self-improvement, community involvement, clubs and organizations, and friendships.

   a. _____

   _____

   b. _____

   _____

   c. _____

   _____

2. Explain your plan for achieving these three personal goals.

Appendix A: *Goal Setting Form*

Job Readiness Individual Project

Student Name _____ **Date** _____

Career Goals

1. List three career goals you have for yourself. They can be either short-term or long-term goals. Examples of career areas of your life for setting goals are: job skills/knowledge, job preferred, type of company preferred, salary expectation, and career advancement (expectation five years from now).

   a. _____

   _____

   b. _____

   _____

   c. _____

   _____

2. Explain your plan for achieving these three career goals.

Appendix B: *Job Search Form*

Job Readiness Individual Project

Student Name _____ **Date** _____

Occupation 1 _____

1. What are the educational requirements for this occupation?

2. What type of experience is required for this occupation?

3. What salary could you expect in this occupation?

   a. As a beginning worker:_____

   b. When you are experienced: _____

4. What is the current and future demand for this occupation?

5. List two professional organizations that are affiliated with the occupation you are researching.

   a._____

   b._____

Appendix B: *Job Search Form*

Job Readiness Individual Project

Student Name _____ **Date** _____

Occupation 2 _____

1. What are the educational requirements for this occupation?

2. What type of experience is required for this occupation?

3. What salary could you expect in this occupation?

   a. As a beginning worker:_____

   b. When you are experienced: _____

4. What is the current and future demand for this occupation?

5. List two professional organizations that are affiliated with the occupation you are researching.

   a._____

   b._____

Appendix B: *Job Search Form*

Job Readiness Individual Project

Student Name _____ **Date** _____

Occupation 3 _____

1. What are the educational requirements for this occupation?

2. What type of experience is required for this occupation?

3. What salary could you expect in this occupation?

   a. As a beginning worker:_____

   b. When you are experienced: _____

4. What is the current and future demand for this occupation?

5. List two professional organizations that are affiliated with the occupation you are researching.

   a._____

   b._____

Appendix C: *Resume Format*

Job Readiness Individual Project

ASHLEY WRIGHT

1234 Oak Street
Oklahoma City, OK 73116
(405) 848-5627

JOB OBJECTIVE

To obtain an entry level secretarial position with an opportunity for advancement.

EDUCATION

1996-98

Metro Tech
1800 Springlake Drive
Oklahoma City, OK 73111
Administrative Services

1992-96

Oklahoma Christian School
1205 East 15th
Edmond, OK 73034
Diploma

SPECIAL SKILLS

Keyboarding (60 wpm)	Filing
Computer Literacy	Windows 95
10-Key Calculator	Networking
Business Communications	Access 7
Multi-line Telephone	Excel 7
Human Relations	Word 7
Employment Training	PowerPoint 7
Reprographics	Internet
Transcription	Proofreading
Advanced Word 7	Formatting

Revised 3/22/99

Appendix C: *Resume Format*

Job Readiness Individual Project

WORK EXPERIENCE

1995-Present

McDonald's Hamburgers
6700 N. May
Oklahoma City, OK 73116
Cashier/Take orders and make change
Cook/Cook food and clean kitchen area

ACTIVITIES

Phi Beta Lambda (PBL), Service Committee
Church Youth Committee
Bowling, swimming, soccer

REFERENCES

Mrs. Barbara Batchelor
Administrative Services Instructor
Metro Tech
1800 Springlake Drive
Oklahoma City, OK 73111
(405) 424-8324, ext. 712

Mrs. Renae VanVranken
Business and Computer Instructor
Metro Tech
1800 Springlake Drive
Oklahoma City, OK 73111
(405) 424-8324, ext. 747

Appendix D: *Practice Job Application Form*

Job Readiness Individual Project

Position you are applying for — Expected Wage

Last Name — First — Middle — Nickname

Street Address — Apt. No. — City — State — Zip

Area Code & Telephone — Social Security Number

How did you learn about us? ❑ Advertisement ❑ Friend-Relative ❑ Employment Agency ❑ Other

Are you a citizen of the United States? ❑ Yes ❑ No

If not, do you have an Alien Registration Card? ❑ Yes ❑ No Number:

Have you filed an application with us before: ❑ Yes ❑ No Date:

Have you ever been employed here before? ❑ Yes ❑ No Date:

Do you have any friends or relatives who work for us? ❑ Yes ❑ No Name:

Are you available to work: ❑ Full Time ❑ Part Time ❑ Shift Work

Can you work overtime when necessary? ❑ Yes ❑ No

Do you have reliable transportation? ❑ Yes ❑ No

Are you on lay-off and subject to recall? ❑ Yes ❑ No

Can you travel if a job requires it? ❑ Yes ❑ No

Would you be willing to relocate? ❑ Yes ❑ No

Are you a Veteran of the United States Military? ❑ Yes ❑ No Branch:

Are you a member of the National Guard or Reserves? ❑ Yes ❑ No Branch:

Have you been convicted of a felony in the last seven years? ❑ Yes ❑ No

If yes, please explain: _____

_____

Please give the name, address, and telephone number of three references not related to you:

_____

_____

_____

Do you have any medical, physical, or mental impairments which would limit you from performing the job for which you are applying? ❑ Yes ❑ No

If yes, please explain: _____

_____

_____

Appendix D: *Practice Job Application Form*

Job Readiness Individual Project

Work History

Month/Year Began	Month/Year Left	Beginning Wage	Final Wage
Employer		Job Title	Supervisor's Name
Address, City, State, Zip			Telephone
Reason For Leaving			
Duties Performed			

Month/Year Began	Month/Year Left	Beginning Wage	Final Wage
Employer		Job Title	Supervisor's Name
Address, City, State, Zip			Telephone
Reason For Leaving			
Duties Performed			

Month/Year Began	Month/Year Left	Beginning Wage	Final Wage
Employer		Job Title	Supervisor's Name
Address, City, State, Zip			Telephone
Reason For Leaving			
Duties Performed			

Education

High School	Years Completed	Program or Major	Diploma or Degree
Vocational Technical School	Years Completed	Program or Major	Diploma or Degree
College	Years Completed	Program or Major	Diploma or Degree
Graduate-Professional	Years Completed	Program or Major	Diploma or Degree
Specialized Training, Apprenticeship, Skills			

Please give any additional information you feel may be helpful when considering your application:

_____

_____

_____

Signature of the Applicant — Date Signed

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Appendix E: *Letter of Application Example*

Job Readiness Individual Project

1234 Oak Street
Oklahoma City, OK 73116
July 20, 1998

Mr. Donald Hyatt
The Money Store
4321 Office Street, N.W.
Oklahoma City, OK 73119

Dear Mr. Hyatt

The position you describe in today's Daily Oklahoman for a secretary with The Money Store is intriguing to me. My education and experience make me the perfect candidate.

During my last two years at Metro Tech, I was enrolled in the Administrative Services program. Transcription and proofreading are two of the skill areas I completed which would qualify me for this position.

My education and experience relevant to the secretarial position are included in my enclosed resume.

I would appreciate an interview with you for this opening. I can be reached at 848-5627at home after 3:00 p.m.

Sincerely

Ashley Wright

Enclosure

Appendix F: *Frequently Asked Interview Questions*

Job Readiness Individual Project

The following are questions that are frequently asked by employers during interviews. Possible answers are listed below each question. Think about these questions and decide how you would answer them in an interview situation.

1. Tell me about yourself.

"My background to date has been centered around preparing myself to become the very best _____ I can become. Let me tell you specifically how I've prepared myself...."

2. What do you see yourself doing five years from now?

Figure the promotions you should get if you work hard for this company over the next five years. Tell the manager you plan to be working for him or her in that position.

3. What are your long range career objectives?

"Although it's certainly difficult to predict things far into the future, I know the goals I have set. Within five years, I would like to become the very best _____ your company has. I would like to become the expert that others rely upon. In doing so, I feel I will be fully prepared to take on any greater responsibilities that might be presented in the long term."

4. What are the most important rewards you expect in your business career?

Money is not a good answer. A good answer is something like, "having responsibilities and being acknowledged when the job is done right."

5. What do you consider to be your greatest strengths and weaknesses?

For strengths, stress the positives about yourself. For weaknesses, focus on work, not character weaknesses. Turn it into a positive, "I'm accused of being a workaholic. I like to stay and get caught up on the odds and ends before I go home."

6. **How do you plan to achieve your career goals?**

   If additional training is required to reach your career goals, indicate that you plan to continue your education. Continuing education courses suggest growth, ambition, promotability – and may qualify for tuition assistance. Think about other steps you may need to follow to reach your career goals.

7. **Why did you choose the career for which you are preparing?**

   Talk about the interesting details of the job and why they fascinate you.

8. **How do you think a friend or teacher would describe you?**

   Concentrate on the positive qualities related to your friendships or educational experiences. Regarding school, talk about your favorite subjects, school activities, and strongest areas of study.

9. **How has your educational experience prepared you for a business career?**

   Explain your education or training and tell how it helped prepare you for this job.

10. **Why should I hire you?**

    Give an answer such as, "Because I sincerely believe that I'm the best person for the job. I realize that there are many other individuals that have the ability to do this job. I also have that ability. I bring an additional quality that makes me the very best person for the job – my attitude for excellence. Not just giving lip service to excellence, but putting every part of myself into achieving it."

11. **What do you think it takes to be successful in a company like ours?**

    You may need to call the Chamber of Commerce. Get information on the company size and its key products or services, the markets where it competes, and its overall reputation. Then relate positive work habits to the specific mission of the company.

12. In what ways do you think you can make a contribution to our company?

List the specific job-related skills that you will bring to the company; stress your areas of strength. Also talk about the soft skills that you will contribute to the company's team: "I am a strong team player and believe in doing my part to contribute to the success of the company. I am a responsible and reliable worker...."

Job Readiness Individual Project

PROJECT EVALUATION

(For Teacher Use)

Student Name: _____

Date Completed: _____

Total Points Possible		**400**
1. Personal/Career Goals	25	
2. Job Search	25	
3. Resume	100	
4. Job Application	75	
5. Letter of Application	100	
6. Interview	75	
TOTAL POINTS AWARDED		

COMMENTS: